

## JOB SUMMARY

Under the general supervision of the Court Administrator implement operational systems and procedures related to court activities in compliance with state/local laws and city policies. Prepare, review, process and monitor criminal cases filed in the Municipal Court. Enter data and maintain the status of court cases on computer system.

## ESSENTIAL JOB FUNCTIONS

Duties include, but are not limited to:

- Respond to customers regarding legal options to satisfy cases, including fines, trials or hearings, drivers safety, warrants, extensions, postings of bonds, filing motions and others as appropriate to criminal and administrative case types.
- Receive and apply payments as appropriate; determine applicable fees, enter information into computer system; make change, provide receipt of payment and ensure accurate account maintenance.
- Balance daily funds collected, prepare deposits of considerable amounts of money and assist in safekeeping of cash assets.
- Update case files in the Court's software system as contact is made with customers, judges, prosecutors, defense attorneys, and others.
- Prepare, review and process legal documents, correspondence, motions and orders.
- Verify data for accuracy and completeness.
- Process, monitor and maintain cases with alternative sentencing.
- Accept complaints and enter onto the court docket.
- Assist defendants and properly explain court procedures and options.
- Responsible for the timely and accurate development of the court docket, keep the minutes of the proceedings, authenticate acts, and administer oaths.
- Answer questions from citizens in person and over telephone regarding procedures, tickets, fine schedules, payment plans and other options.
- Respond to customers who may be uncooperative, irate, or wanted for arrest.
- Respond to record request, including certifying documents.
- Enter Code Enforcement tickets and citations onto computer system.
- Exercise considerable discretion when handling confidential information
- File, scan, copy, mail, fold and/or fax documents.
- May assist judge in courtroom, monitor and attend to juror needs, coordinate courtroom activity (including maintaining order).
- Convey a positive professional image by action, communication and appearance.
- Regular, reliable and punctual attendance is an essential function of the job.
- Contribute to team effort by performing other duties as assigned.

Nothing in this job description restricts the Court Administrator's right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management's assignment of essential functions; it does

not proscribe or restrict the tasks that may be assigned.  
This job description is subject to change at any time.

City of Montgomery is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the City of Montgomery at (936) 597-6434.

The City of Montgomery is an Equal Opportunity Employer

#### REQUIRED EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS

##### Experience

- Two years' Texas court experience.
- Two additional years' general office or related experience preferred.

##### Knowledge

- Microsoft Office software, primarily Word and Excel.
- Incode software preferred.
- Proper cash handling procedures.
- Basic mathematical calculations.

##### Skills/ability to

- Provide excellent public relations and customer service, often to multiple customers during the same time.
- Communicate effectively with diverse groups of individuals utilizing tact and diplomacy. Discern and observe needs of public. Handle difficult customers.
- Prefer ability to converse bilingually in English/Spanish languages.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees and the general public.
- Apply appropriate laws, policy or procedures dependent on circumstances. Retain knowledge of historical laws and procedures.
- Accurately count cash and coin, and make correct change; record transactions and keep accurate records.
- Proficiently use general office machines, such as computer, calculator, copier, scanner and fax machine.
- Proficiently use computers and Microsoft office applications; learn and proficiently utilize new computer applications including Incode software.
- Effectively respond to a stressful or high pressure environment; meet deadlines and perform multiple tasks under pressure; work with frequent interruptions and changes in priorities.

## PHYSICAL REQUIREMENTS

- Must be able to sit or stand for long periods answering phones, assisting defendants, performing computer work, filing, copying, scanning, and other administrative work.
- Must possess general manual dexterity to operate computer, office machines, perform filing or other office functions; and reach with hands or arms.
- Must be able to move about office, bend or stoop, retrieve files, lift books or other materials, use step-stools and step-ladders to store and retrieve items of various sizes, shapes and forms weighing up to 30 pounds.
- Must be able to handle stressful situations.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.

## WORKING CONDITIONS

- Work is confined mainly to an office setting.
- Hours are typically set, but may vary with night court duties and after hour arraignments.
- Stressful situations are inherent to this position.
- Work may occasionally require travel, including over-night stays, involving training and conducting City business.

## REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSES

- Municipal Court Clerk Certification preferred. Must obtain Municipal Court Clerk Level I Certification within 18 months of hire. Certification must be maintained to continue employment.
- High School diploma or equivalent required, some college preferred.
- Possess and maintain a valid Texas Class C driver's license with a satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to work legally in the United States.

## TO APPLY:

Please e-mail a resume to Rebecca Lehn at [rlehn@ci.montgomery.tx.us](mailto:rlehn@ci.montgomery.tx.us)